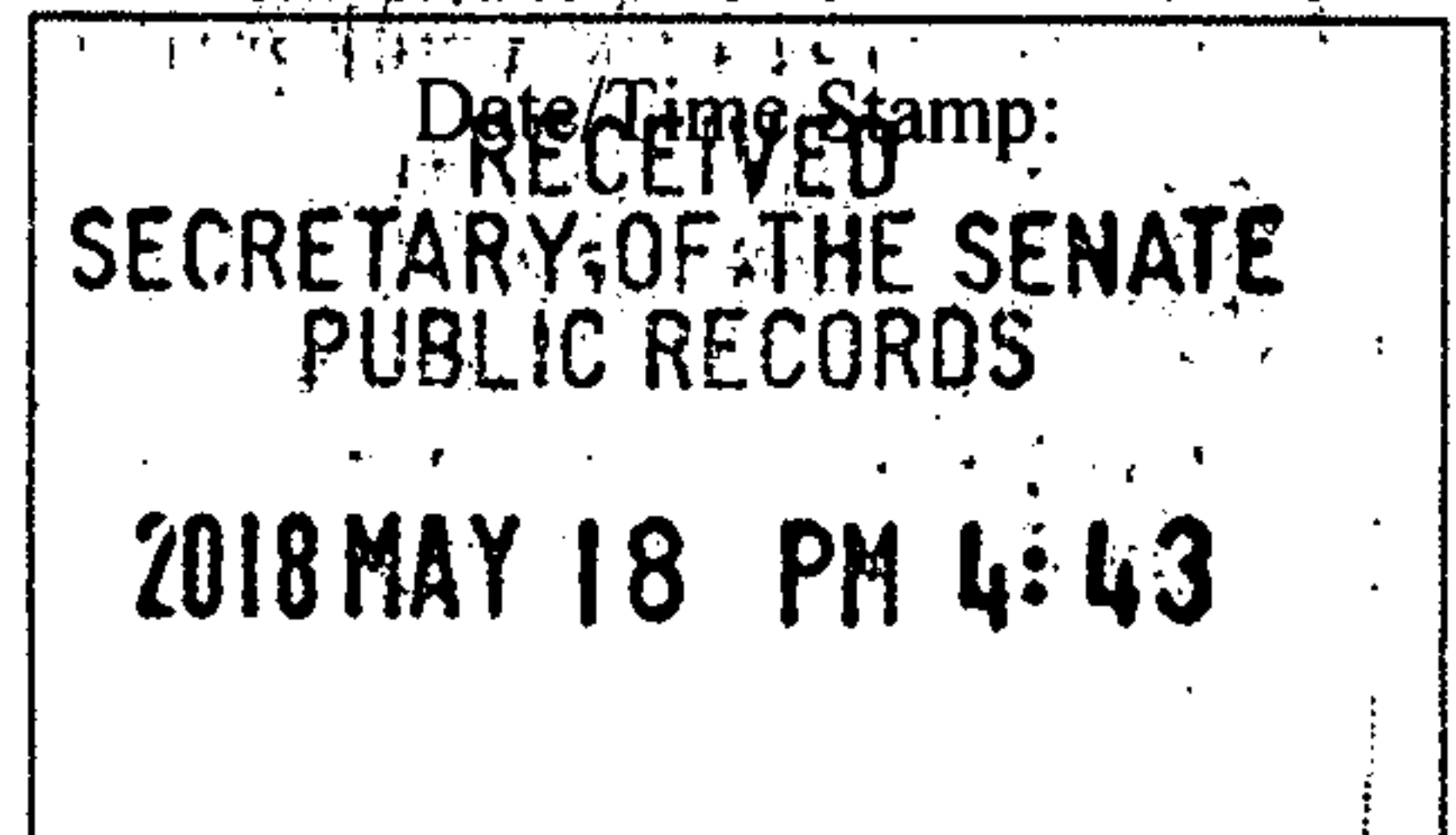


# Employee Post-Travel Disclosure of Travel Expenses



**Post-Travel Filing Instructions:** Complete this form within **30 days** of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building**.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 2-4, 2018

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$441.07 for one ticket to SEA	\$409.55 at \$179++ per night	\$71.81 for breakfast lunch and dinner on 5/3	\$150.10 - local transportation to/from dinner
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.): Agenda with detailed descriptions attached. A full day of content covering Microsoft's products and initiatives. We had a discussion around TV White Space for Broadcast, a demonstration of upcoming Microsoft technologies, a demonstration of current Microsoft Partnership technologies, a presentation on Microsoft's Internet of Things (IoT), a demonstration of Microsoft's device development lab, and a discussion around Microsoft's environmental technologies. Finished with a group meal at a local restaurant.

5/18/2018 Cherilyn Pascoe Cherilyn Pascoe  
(Date) (Printed name of traveler) (Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/18/2018 [Signature]  
(Date) (Signature of Supervising Senator/Officer)

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Cherilyn Pascoe

Employing Office/Committee: Senate Committee on Commerce, Science, and Transportation

Private Sponsor(s) (list all): Microsoft

Travel date(s): May 2-4, 2018

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Redmond, Washington

Explain how this trip is specifically connected to the traveler's official or representational duties:

The trip will cover emerging IT technologies and policies, which specifically relate to the issues that I handle and advise on behalf of the Commerce Committee Republican Members

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/25/2018  
(Date)

Cherilyn Pascoe  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, John Thune hereby authorize Cherilyn Pascoe  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/25/2018  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- 
1. Sponsor(s) of the trip (please list all sponsors): Microsoft
  2. Description of the trip: Microsoft is organizing this trip to highlight innovation, showcase emerging technologies, and discuss policy issues important to the technology sector
  3. Dates of travel: May 2nd - May 4th, 2018
  4. Place of travel: Washington DC to Redmond, WA
  5. Name and title of Senate invitees: See attached attendee list. Accepting first 20 to RSVP
  6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

- OR -

☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
  7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

- AND -

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
  8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

- AND -

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

☐ OR ☐

☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and **two** overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

☐ OR ☐

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Attendees are flying from the east coast to the west coast and in order to participate in a full day of

sessions they must arrive the day before and depart the day after.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Microsoft is organizing and conducting this trip to highlight innovation, showcase emerging

technologies and discuss policy issues important to the technology sector. As the Sponsor, Microsoft

has planned the agenda, speaker sessions, and tours on the Microsoft Campus along with trip logistics.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Microsoft's mission is to empower every person and every organization on the planet to achieve more,

particularly through Information Technology. This trip allows Microsoft to educate and engage Senate

Staff on the policy implications of technology, with the goal to empower and enrich the lives of others.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Microsoft has hosted similar trips in each of the last five years and previously hosted trips in the early 2000s



15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Microsoft hosts various events (forums, receptions, roundtable discussions, internship programs, and tours) on its multiple campuses that educate and bring together business partners, employees, students, & the public focusing on areas of IT innovation, computer science education, products/devices, and more.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	See additional Page attached	See additional Page attached	See additional Page attached	n/a

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

B - arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while also visiting/participating in tours like the innovation lab.

19. Name and location of hotel or other lodging facility:

W Seattle, 1112 4th Ave, Seattle, WA 98101

20. Reason(s) for selecting hotel or other lodging facility:

The per diem lodging is \$179 for May.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily meal expenses meet per diem rates and lodging expense meets the per diem rate of May for

official Federal Government travel.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Air travel is being provided, economy only. Alaska Flight 0003 and Alaska Flight 0004. Ground transportation is also being provided from the hotel to Microsoft Campus, dinner, and return to hotel.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Kelly Eaton; Director

Name of Organization: Microsoft

Address: One Microsoft Way, Redmond WA 98052

Telephone Number: 1 (202) 831-6468

Fax Number: \_\_\_\_\_

E-mail Address: Kelly.Eaton@microsoft.com

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**

**SIGNATURE PAGE FOR ADDITIONAL SPONSOR**

*(to be completed by each additional sponsor)*

I hereby *certify* that the information contained on pages 1-4 of the certification form and any accompanying addenda, all submitted in connection with the May 2nd - 4th, 2018 trip  
to Seattle, WA is true, complete, and correct.  
*Place of Travel*

Signature of Travel Sponsor: \_\_\_\_\_

Name and Title: Kelly Eaton, Director

Name of Organization: Microsoft

Address: 3720 159th Ave NE, Redmond, WA 98052

Telephone Number: +1 (202) 831-6468

Fax Number: \_\_\_\_\_

E-mail Address: keeaton@microsoft.com



## Instructions

(Do not file the Instructions with OPR)

### General Instructions

- The Senate Select Committee on Ethics (“Ethics Committee”) has developed guidelines for evaluating privately-sponsored trips and for judging whether trip expenses are reasonable. Trip sponsors should consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, prior to filling out the *Private Sponsor Travel Certification Form* and contact the Ethics Committee at (202) 224-2981 with any additional questions. The Ethics Committee will make the final determination as to whether the expenses incurred during a privately-sponsored trip are reasonable.
- If there are multiple sponsors, they should jointly complete one *Private Sponsor Travel Certification Form* for the trip. Each travel sponsor should complete the signature block.
- When evaluating a trip proposal and judging the reasonableness of expenses, the Ethics Committee will consider the following factors:
  - a. the stated mission of the organization sponsoring the trip;
  - b. the organization’s prior history of sponsoring congressional trips, if any;
  - c. other educational activities performed by the organization besides sponsoring congressional trips;
  - d. whether any trips previously sponsored by the organization led to an investigation by the Select Committee on Ethics;
  - e. whether the length of the trip and the itinerary is consistent with the official purpose of the trip;
  - f. whether there is an adequate connection between a trip and official duties;
  - g. the reasonableness of the total amount spent by a sponsor of the trip;
  - h. whether there is a direct and immediate relationship between a source of funding and an event;
  - i. the maximum *per diem* rates for official Federal Government travel published annually by the General Services Administration, the Department of State, and the Department of Defense;
  - j. whether travel to a location or event is arranged or organized without regard to congressional participation, or whether it is specifically organized for Congressional staff; and
  - k. any other factor deemed relevant by the Select Committee on Ethics.

Consult the *Senate Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel*, including the *Glossary of Terms*, for further discussion of these factors.

- Responses to each question should be brief, consistent with the requirement to provide all relevant information. Attach additional pages, as necessary.
- To allow sufficient time for the Ethics Committee to review requests for privately sponsored travel, the participating Senate Members, officers, and employees must submit the completed form to the Ethics Committee at least **thirty (30) days** before the date of the proposed trip.



**Filling out the Private Sponsor Travel Certification Form** (Question by Question Instructions)

1. *Sponsor(s) of the trip (please list all sponsors):* A sponsor of a trip is any person, organization, or other entity contributing funds or in-kind support for the trip. A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip. If Members, officers, and employees are participating in an event or fact-finding trip in connection with their duties, they may accept necessary travel expenses only from the event or trip sponsor.
2. *Description of the trip:* Provide a brief statement about the purpose of the trip.
3. *Dates of travel:* Provide the dates of departure and return.
4. *Place of travel:* Provide the destination(s) for the trip.
5. *Name and titles of Senate invitees:* Provide the name and title for each Senate Member, officer, or employee who is invited on the trip.
6. *I certify that the trip fits one of the following categories:* A Senate Member, officer, or employee may accept privately sponsored travel only from sponsor(s) of a trip that fits one of the categories listed. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standard.
7. *Financing of the trip, earmarked funds and in-kind contributions:* Senate Members, officers, and staff may not accept privately-sponsored travel funded by a registered lobbyist or foreign agent. Members, officers, and staff may not participate in privately-sponsored travel when the sponsors accept funds or in-kind contributions earmarked for this particular trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal. Earmarking includes any direction, agreement, or suggestion -- formal or informal -- to use donated funds, goods, services, or other in-kind contributions for a particular trip or purpose.
8. *Lobbyist/agent of a foreign principal involvement:* Senate invitees may not participate in trips planned, organized, arranged, or requested by a lobbyist or foreign agent in more than a *de minimis* way, which means negligible or inconsequential. It would be considered inconsequential for one or more lobbyists or foreign agents to serve on the board of an organization that is sponsoring travel, as long as the lobbyists or foreign agents are not involved in the trip. It is also permissible for a lobbyist to respond to a trip sponsor's request to identify Senate invitees with interest in a particular issue relevant to a planned trip. However, a lobbyist is not allowed to solicit or initiate communication with a trip sponsor, have control over which Senate employees are invited on a trip, extend or forward an invitation to a participant, determine the trip itinerary, or be mentioned in the invitation.

*Example:* A trip sponsor that is a § 501(c)(3) non-profit organization asks a lobbyist to recommend staffers who might be most interested in joining a trip to the U.S.-Mexican border. If a lobbyist knows a staffer who has a particular interest in the DEA's activities at the border, then providing that information (in light of the trip sponsor's request), in and of itself, would not exceed a *de minimis* level of participation, and would be permitted. However, it would not be permissible for the lobbyist to initiate contact with the trip sponsor to suggest that a particular Senate staffer be invited or forward an invitation to that staffer. Consult the instructions for question 9 to determine if the trip meets the lobbyist accompaniment standards.



9. *Lobbyist/agent of a foreign principal accompaniment standards:* Senate Members, officers, and staff may not accept privately-sponsored travel from an entity that retains or employs one or more federally-registered lobbyists or foreign agents unless one of the listed scenarios applies. *At any segment of the trip* means lobbyists may not accompany the Senate invitee for parts of the travel to and from the event (not at the event itself or the location being visited). *At any point throughout the trip* means lobbyists may not accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited, other than in a *de minimis* way. This is a broader prohibition than the *at any segment of a trip* standard.

*“De minimis” exception:* Both lobbyist/agent of a foreign principal “accompaniment” prohibitions include a *de minimis* exemption. *De minimis* means negligible or inconsequential. The mere coincidental presence of a lobbyist or foreign agent at an event would likely be considered *de minimis*. But in making the final determination, the Ethics Committee will consider the totality of the circumstances, including the amount of time lobbyists or foreign agents are present at the event; the amount of direct contact they have with Senate invitees; and the amount of control a trip sponsor has over their presence or contact with Senate guests. For example, if the trip includes attendance at an event considered widely-attended under Rule 35(1)(c)(18), the trip sponsor is unlikely to know all attendees present. Thus, it is likely to be permissible for such widely-attended events to include both a Senate guest and a lobbyist. Similarly, an organization cannot possibly know all the other passengers taking the same flight or other common carrier to a given destination. Accordingly, the sponsor does not need to certify that it knows for certain that no lobbyist or foreign agent will be on such a common carrier.

10. *If travel includes two overnight stays:* The Ethics Committee may approve two overnight stays for trips sponsored by an entity that employs or retains one or more lobbyists or foreign agents under certain conditions. Consult Committee regulations for additional information.
11. *An itinerary for the trip is attached to this form:* The Ethics Committee will not review the trip request without a detailed (hour-by-hour), complete and final itinerary for the trip. As a general matter, the Ethics Committee advises that each travel day contain a minimum of 6 hours of officially-related activities for Senate invitees.
12. *Briefly describe the role of each sponsor in organizing and conducting the trip:* A sponsor must have a significant role in organizing and conducting a trip and must have a specific organizational interest in the purpose of the trip.
13. *Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:* Provide a brief description of the stated mission of each sponsor and how it relates to the trip.
14. *Briefly describe each sponsor’s prior history of sponsoring congressional trips:* Provide a brief discussion of the sponsor’s history of sponsoring congressional travel. It is not necessary to list every trip.
15. *Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):* Provide a brief description of the educational activities performed by each sponsor. It is not necessary to list every individual activity; the description may be by kind or category of educational activity involved.
16. *Total expenses for each participant:* Indicate whether the figures provided are actual amounts or good faith estimates by checking the appropriate box. All trip expenses should be included. Expenses other than those for transportation, lodging, and meals must be individually listed and specified. Attach additional pages as necessary.



17. *Congressional participation:* For events that are arranged without regard to congressional participation (for example, annual meetings, conferences, seminars, and symposiums of trade associations, professional societies, business associations, and other membership organizations), the Ethics Committee may, but is not required to, allow Senate Members, officers, and employees to accept lodging and meal expenses that are commensurate with what is customarily provided to non-congressional attendees in similar circumstances. For events specifically arranged around congressional participation, lodging, meal expenses and other expenses must be "reasonable" in accordance with Ethics Committee regulations.
18. *Reason for selecting the location of the event or trip:* The location of the trip *must be related to its purpose*. A brief but detailed description of the reason for the selection of the location must be provided.
19. *Name and location of hotel or other lodging facility:* Include the exact name and address of the hotel or other lodging facility.
20. *Reasons for selecting hotel or other lodging facility:* Provide an explanation of the sponsor's rationale for selecting the particular lodging, include information such as proximity to the airport or site to be visited.
21. *Describe how the daily expenses for lodging, meals, and other expenses provided to trip participant compare to the maximum per diem rates for official Federal Government travel:* Where feasible and available, trip expenses for lodging and meals should generally be comparable to the government *per diem* rates. The circumstances surrounding a particular trip may legitimately require lodging and meal expenses to exceed these rates. Consult the Ethics Committee regulations for additional information.
22. *Describe the type and class of transportation being provided:* While coach or business-class fare may be accepted, first-class fare for any mode of transportation may be permitted only under limited conditions and only with specific prior written approval by the Ethics Committee. Transportation on a private or charter aircraft is not permitted for privately-sponsored travel under any circumstances.
23. *Expenses for recreational activity, alcohol, or entertainment:* The only recreational or entertainment activities that will be approved by the Ethics Committee are those that are provided to all attendees and are an integral part of an event. Alcoholic beverages are not considered to be a reasonable expense.
24. *List any entertainment that will be provided to, paid for or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:* Entertainment expenses that are not provided to all attendees and deemed an integral part of the event will not be approved by the Ethics Committee.
25. *Certification:* The trip sponsor *must* sign the form and certify that the information is true, complete, and correct. For trips with more than one sponsor, each additional sponsor *must* complete its own signature page and certify that the information contained in the form is true, complete, and correct.

Microsoft May 2018 Congressional Staff Trip Invite List

First	Last	Office	Party	Title	Branch
Garrett	Bess	Buck	Republican		House
Amy	Bos	Sensenbrenner	Republican		House
Nairobi	Cratic	Gwen Moore	Democrat		House
Chris	Crawford	Carter (GA-1)	Republican		House
Ryan	Diffley	Tom Graves	Republican		House
Jon	Ferro	Collins	Republican		House
Erick	Harris	Chabot (OH)	Republican		House
Gabe	Hisem	Rep. Bergman	Republican	Legislative Assistant	House
Daniel	Huff	HJC Antitrust	Republican		House
Nancy	Juarez	Carbajal	Democrat		House
Bijan	Koohmaraie	House Energy and Com	Republican		House
Kate	Labrode	Biggs (AZ-5)	Republican		House
Davis	Pace	Ratcliffe	Republican		House
Cherilyn	Pascoe	Senate Subcommittee on Consumer Protection, Product Safety, Ins & Data Security			Senate
Jessica	Presley	Committee on Oversight and Government Reform	Democrat		House
Victoria	zFlood	Sen. Shelley Moore Capito (WV R)	Republican	Legislative Assistant	Senate
Judd	zSmith	Marino	Republican		House
Molly	Fromm	Science Committee	Republican	General Counsel	House

000000002943



000000002944

\_\_\_\_\_

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
Good Faith Estimate	Flight at \$646.91 per person Alaska Flight AS 0003 Alaska Flight AS 0004 Ground Transportation \$141.45 per person transfer to airport, to and from hotel, Microsoft, and dinner in Seattle on 5/2	\$179+tax/night at W Seattle	1 day of meals on 5/2, at \$74 (\$7.50 for breakfast, \$7.50 for lunch, \$45 for dinner + tax + gratuity); we will stay below the \$74 per diem per employee with our restaurants and at Microsoft	N/A

000000002945





Microsoft 2018 Congressional Staff Visit Agenda

Event Logistics

Date	May 3 <sup>rd</sup> , 2018
Location	Microsoft Campus
Dress code	Business Casual
Contact	Eric Brooks, Event Coordinator [Redacted] Zoya Awan, Government Affairs Coordinator [Redacted]

Wednesday May 2, 2018

Start	End	Event   Location
6:55pm	10:05pm	Travel from Washington D.C. to Seattle <i>Alaska Flight AS0003   Departing at 6:55pm &amp; Arriving at 10:05pm</i>
10:00pm	10:30pm	Travel from SeaTac Intl. Airport to the W Hotel Seattle
10:30pm		Check-in at the Hotel <i>W Hotel, 1112 4th Avenue, Seattle WA, 98101</i>

Thursday May 3, 2018

Start	End	Event   Location	Speaker
7:30 am	8:00 am	Meet in Hotel Lobby for Breakfast	
8:00 am	8:45 am	Shuttle from Hotel to Microsoft Campus	
8:45 am	9:00 am	Welcome, and Introductions <i>Executive Briefing Center, 16070 NE 36th Way Bldg. 33, Redmond WA, 98052</i>	
9:00 am	10:00 am	TVWS and Broadband <i>Discussion of Microsoft's work to use TV White Space to empower rural communities with Broadband. <a href="#">link</a></i>	Melissa Sassi, Sr Project Manager, Airband Initiative Ryan Harkins, Director of State Affairs and Public Policy
10:00am	11:00 am	Envisioning Center tour <i>A walking tour of future technology innovations that Microsoft is exploring in the home and office. <a href="#">link</a></i>	
11:00 am	11:15 am	Morning Break	
11:15 am	12:00 am	Digital Transformation Demo <i>A standing demonstration of how Microsoft and its Partners are working to implement</i>	

000000002945



*intelligent learning into a wide variety of industries.*

12:00 pm	12:15 pm	Shuttle to Commons <i>Building 98, 15255 NE 40th St, Redmond WA, 98052</i>	
12:15 pm	1:20 pm	Lunch in the Commons	
1:20 pm	1:30 pm	Shuttle to Building 30 <i>3910 163rd Avenue NE, Redmond WA, 98052</i>	
1:30 pm	2:30 pm	Modern Work Place/Connected Energy Grid Discussion and Tour <i>Discussion of how Office 365 and Microsoft Products are impacting the energy industry. <a href="#">link</a></i>	
2:30 pm	2:45 pm	Shuttle to Device Lab <i>Building 87, 4729 154th Place NE, Redmond WA, 98052</i>	
3:00 pm	4:00 pm	Device Lab Tour <i>An exploration of Microsoft's manufacturing and testing process to build new products and create new innovations. <a href="#">link</a></i>	
4:00 pm	4:15 pm	Shuttle to Microsoft Tree Houses	
4:15 pm	5:00 pm	Conversation on AI for Earth <i>A conversation on Microsoft's efforts to impact the earth and environment through intelligent learning. <a href="#">link</a></i>	Lucas Joppa, Chief Environmental Scientist
5:00 pm	6:00 pm	Depart Microsoft Campus and Travel to Red Cedar & Sage for Dinner	
6:40 pm	8:30 pm	Dinner and Closing Conversation <i>Red Cedar &amp; Sage, 1501 Pike Pl Ste 200, Seattle, WA 98101</i>	
8:30 pm		Return to W Hotel Seattle	

Friday, May 4, 2018

Start	End	Event   Location	Speaker
5:30 am		Meet in Hotel Lobby & Check-out	
5:45 am	6:15 am	Travel from Hotel to SeaTac Airport	
7:59 am	4:10 pm	Travel from Seattle to Washington D.C. <i>Alaska Flight AS0004   Departing at 7:59am &amp; Arriving at 4:10pm</i>	

000000002947



## Pascoe, Cherilyn (Commerce)

---

**From:** Microsoft Congressional Staff Visit <msstaffvisit2018@microsoft.crgevents.com>  
**Sent:** Tuesday, March 20, 2018 3:44 PM  
**To:** Pascoe, Cherilyn (Commerce)  
**Subject:** You're Invited! May 3rd Microsoft Congressional Staff Trip  
**Attachments:** Microsoft 2018 Congressional Staff Visit Agenda.pdf; Senate Private Sponsor Travel Form\_Microsoft\_Signed.pdf

Greetings,

Microsoft is thrilled to invite you to an upcoming opportunity to visit our headquarters in Redmond, Washington on May 3<sup>rd</sup>, 2018. You will have a chance to visit with Microsoft's experts and researchers, demo Microsoft's latest technology, and discuss tech policy and its implications on innovation.

This invitation includes a full attached agenda and ethics forms to be submitted for approval. **To RSVP, immediately respond to this email and submit the attached forms to Ethics for approval.** Once you have received your approval from Ethics, you will return a copy of your email approval to the MS Congressional Staff Visit Logistics Team (email listed below) who will then begin to book travel at that time.

We will take a limited number of members on a first come, first serve basis to sign up for this event, and will let you know if your RSVP has been confirmed based on attendance. *If you cannot attend, but you think another person in your office would be interested, feel free to pass along their contact information.*

We hope you will consider joining us in the Pacific Northwest! Do not hesitate to reach out to [msStaffVisit2018@microsoft.crgevents.com](mailto:msStaffVisit2018@microsoft.crgevents.com) with questions on the Microsoft Congressional Staff Trip, including the overall logistics and the ethics process.

**Please RSVP by March 28th with your availability.**

Thank you,  
*Kelly Eaton*

Director, Microsoft

Eric  
Microsoft Congressional Staff Visit Planning Team